



## **KCD NEW ACCOUNT FORM (NAF) GUIDELINES**

The KCD New Account Form (NAF) serves as our record of customer identity and financial background and is required to be on file before KCD can accept any accounts. The NAF alone does not open a new "account" with any financial institution.

### **COMPLETING THE NEW ACCOUNT FORM:**

**INDIVIDUAL ACCOUNTS** both Qualified (Q) and Non-Qualified (NQ) require an NAF for each type of account based on risk and objectives of the individual.

**JOINT ACCOUNTS** must have both individual's information on the form.

**TRUST** accounts between a husband and wife, or others, require a separate NAF showing the formal name of the trust on the Name line and the trustee(s) listed as the Joint Owner or Fiduciary.

**UGMA/UTMA** accounts require a separate NAF, completed as follows:

The minor is the account holder (left side of NAF)

The adult is the fiduciary (right side of NAF)

Include social security numbers for both individuals

Include I.D. number (driver's license etc.) and signature only for the fiduciary

Minors are not allowed to sign any financial documents

**529 Plan/Coverdell/College Savings** accounts require a separate NAF, as follows:

The adult is the account holder (left side of NAF)

Include the beneficiary information (student) on the right side of NAF

Include social security numbers for both individuals

Include I.D. number (driver's license etc.) and signature only for the adult

Minors are not allowed to sign any financial documents

**TRUST, CORPORATION, PARTNERSHIP, or POA Account:** I.D. number (driver's license etc.) is required for ALL the authorized individuals. A copy of applicable supporting documents, showing authority to conduct business in the account must accompany the NAF.

### **TYPE OF ACCOUNT**

Trust

Corporation

Partnership

Power of Attorney

### **DOCUMENTS REQUIRED**

Trust certification or appropriate Trust pages

Articles of Incorporation/Beneficial Ownership Form

Partnership Agreement

POA document

### **GROUP PLANS** (401K, Simple IRA, etc.)

Complete a NAF for the company/employer, signed by authorized owner/officer

Include corporate resolution showing authority of signer

Include a list of all participants in the plan

**IF you meet with individual employees and give advice on investments,**

**THEN you must also obtain an NAF and IDF from each individual participant.**

IF you DO NOT meet with individual participants, you DO NOT need individual NAF's.

The Customer Information section must be complete. Estimated Net Worth should not include the equity in the client's main residence.